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SECTION 700.00 – LOCAL PUBLIC AGENCY PROJECTS

SECTION 710.00 – PROGRAMMING A LOCAL PROJECT

A local public agency (LPA) project is initiated when the LPA officials submit their request for a federal-aid project to the Local Projects Coordinator (LPC) in the District. The request must include an [ITD 2435](#), Local Federal-Aid Project Request, a vicinity map, an [ITD 1150](#), Cost Summary Sheet, and a cover letter explaining other details.

The Local Projects Coordinator shall review and evaluate the submitted request to ensure that the project is eligible for federal aid. The Local Projects Coordinator and any other interested parties shall conduct a field review. The field review may be held after the project is programmed, unless federal aid for the project is questionable.

Projects that are eligible for federal aid will be submitted to The Office of Transportation Investments by the District for scheduling and development of the comprehensive program. Once the project request is approved and placed on the five year program, and prior to any development, a State/Local Agreement for preliminary engineering shall be prepared. ([Refer to the LPA manual for more information.](#))

SECTION 715.00 – PROJECT DEVELOPMENT CONTROLS

The LPC reviews and reports on all local public agency projects. The LPC shall request LPA official representation in addition to their engineer at the Pre-Operational, Preliminary, Intermediate (as needed), and Final Design Reviews. A written letter or report is required for documentation for each review, even if a formal review is not held. When independent reviews are made (such as by the Bridge, Materials, R/W and/or Traffic sections), project review reports shall be provided to all interested parties. Project reviews may be held at the District office, unless specified elsewhere, and should include a field inspection. Plans and other data requiring reviews must be submitted to the LPC.

The LPC coordinates with the sections and sets the review date to meet the schedules of all interested parties. No review will take longer than thirty (30) days from the time the plans are received. The LPC will make the transmittal to the involved sections. The local public agency and the District will be informed on all phases of project development. The following is a chronological list of required and optional reviews for locally sponsored projects:

- Consultant Selection Meeting (Optional)
- Negotiation Meeting (Required)
(When federal-aid funds are used for preliminary engineering)
- Pre-Operational Conference (Required)
(Discuss alternative designs) Concept Preparation/Approval (Required)
(With design standards & exceptions)
[ITD 757](#) and [ITD 758](#)

- Preliminary Design Review (Optional — depends on type of project, may be required)
- Pre-Hearing Meeting (Optional)
- Public Hearing (Optional — depends on type of project, may be required)
- Design Approval (Required)
- Intermediate Design Review (Optional)
- Soils Profile & Materials Review
(Optional — depends on type of project, may be required)
- Final Design Review (Required)
- PS&E Submittal (Required)

SECTION 720.00 – PRE-OPERATIONAL CONFERENCE

The sponsor's engineer, whether on staff or retained, shall request a pre-operational conference. The LPC shall conduct the conference. Attendance will be the LPA sponsor, the engineer, the LPC, and other ITD representatives as appropriate. Attendance by the District Right-of-way Supervisor on any projects requiring additional right-of-way interests is required. The purpose of the pre-operational conference is to discuss project funding, design standards, procedures, future activities, responsibilities of the parties, and the regulations to be met in project development. Discussions shall cover as much detail as possible, depending upon the type of project and the scope of work involved (i.e., project concepts, environmental evaluation and report, grading, drainage, base, paving structures, traffic controls, right-of-way, etc.).

Before the conference is held, design information such as project number, present and future average daily traffic, and the percentage of commercial traffic should be obtained from ITD. Traffic data will be provided by the sponsor for off state system routes.

The following items, along with other applicable items, should be discussed when the sponsor's engineer is a consultant.

- The terms of the engineering agreement.
- Project funding and construction scheduling.
- Any applicable planning studies.
- Environmental considerations and requirements. Provide and explain [ITD 651](#), Conceptual Environmental Evaluation, and [23 CFR 771](#). The explanation should include discussion of archeological, historic, and cultural resources; Department of Fish and Game clearances; wetlands; prime and unique land encroachments; threatened and endangered species; and flood plain encroachments.

- Applicable design standards. (ITD 783, Concept Approval; ITD 757, Design Standards; ITD 758, Alternate Solutions and Costs, should be completed and must be signed by the sponsor and ITD prior to a request for a Preliminary Design Review.) Exceptions that do not meet standards must be submitted to the Design Exception Committee for approval. The concept submittal shall include the following:
 - Proposed roadway width versus approved standards,
 - Traffic volumes,
 - Vertical and horizontal alignment if there are anticipated problems or design exceptions,
 - Proposed railroad protection (if applicable),
 - Planned traffic control devices,
 - Provisions for pedestrians and bicycles,
 - Accident history and analysis, including high accident locations and proposed improvements to reduce accidents, and
 - Cost-effective analysis (ITD 758, Alternate Solutions and Costs).
- Alternate Solutions and Costs. ITD 758. An alternate solution and costs study is not needed on all projects, but should be done when controversy exists and problems of design need attention.
- Utility adjustments. The consultant should be advised to notify the LPC in writing of the utilities within the project as soon as they are known. The LPC shall then write letters of introduction to the utility companies so the consultant can work directly with the companies (Figure 7-1).
- Requirements for the Preliminary Design Review.
- Hearing requirements and procedures. If necessary, distribute examples illustrating the types of material required. Explain the hearing advertising sequence required and the relationship to environmental reports.
- Design study reports and requests for location/design approval.
- Item identified on the checklist for briefing LPA Agencies per R/W Procedures Handbook – Section J, Exhibit 9J.
- Soils profiles and materials information requirements. Discussion shall define which organization shall do the materials testing, the number of samples to be taken and sent to the District if testing is to be done by ITD, and the costs involved. The appropriate section(s) in the Materials manual shall be followed as a guide for preparing the applicable materials reports.
- Flood evaluation report. Approvals of the Department of Water Resources and the U.S. Army Corps of Engineers for the Water Resource and 404 Permits are required. The ITD-868, Summary of Flood Plain Encroachment, is required.

- Railroad encroachments and crossings.
- Public road and private approach connections.
- Other special clearances such as airports.
- Traffic control plans for construction including detours, pavement markings, signing, and barriers.
- Permanent traffic control plans including pavement markings, signs, and traffic signals.
- Structures and layout.
- Federal aid on work by local forces (Force Account).

During the discussions, the sponsor's engineer shall be made aware of various manuals published by ITD that are to be used and followed during project development and shall make reference to various sections when applicable.

A pre-operational conference report with suggestions, discussions, and requirements covered at the conference shall be prepared by the LPC and distributed to the attending parties.

SECTION 725.00 – PRELIMINARY DESIGN REVIEW REQUIREMENTS

In addition to the Preliminary Design Review requirements for all projects as outlined in [Section 300.00](#) of this manual, local public agency reviews shall include any comments from the local sponsor or its engineer. These comments shall be made a part of the review report and copies of the report shall be furnished to all in attendance.

SECTION 730.00 – MATERIALS/SOILS PROFILE REVIEW (DIST. & HQ MATERIALS)

A materials and soils profile review, if required, shall meet the requirements of the Materials section as outlined in the Materials manual and will be held at the District, unless specified elsewhere. The review should include a field inspection. In addition, the following shall be covered in the review:

- The soils profile, tentative soils report summary, information on proposed sources, and proposed Special Provisions for materials.
- The requirements for each phase report shall be reviewed in detail. ITD will retain a copy of the reviewed checklist for use with the Final Design and Contract Advertising submittals.
- The District Materials section shall be responsible for writing and distributing the meeting report.

Figure 7-1

IDAHO TRANSPORTATION DEPARTMENT
P.O. BOX 7129 BOISE, ID 83707-1129 (208) 334-8000

Date

Name of Person

Title of Person

Name of Company

Mailing Address of Company

City, State Zip Code

RE: Project No. ----, **Highway, Project Name**, ---- County
Key No. ----

Dear (**Name of Person**):

The Idaho Transportation Department intends to **describe project and location, including mileposts**.

Present scheduling indicates the project will be advertised for construction this **spring-summer-fall/in 20--**.

The consulting firm of **name** is developing the project design. A representative from the consulting firm will be contacting the company regarding utility facilities located within the project limits. Please furnish the consultant with requested information. Your company's preliminary engineering costs covering the preparation of plans and the estimates of cost covering utilities to be removed, adjusted or relocated at state expense will be eligible for federal participation after the date of this letter. If utility removal, adjustment, or relocation is at company expense, Federal participation is not available and preliminary engineering costs will be at company expense. A field review will be arranged if requested. The company will be provided with additional information in the future after the existing utility facilities are identified, located, and the impact by the proposed project on these facilities is determined.

Please contact me at **telephone number** if there are any questions.

Sincerely,

Name

Title or Section

Attachments: one set of plans

bcc: **appropriate distribution**

RD

SECTION 735.00 – FINAL DESIGN REVIEW

The following items are in addition to the Final Design Review requirements for all projects as outlined in [Section 400.00](#) of this manual:

- **Public and Private Approach Connections:** Are the approaches safe as designed and do the plans correspond to the sponsor's arrangements for right-of-way acquisition, including the right-of-way, design, and quantities of the approaches? Do plans show which, if any, approaches are to be surfaced and to what width and design?
- **Easements:** Do plans indicate and will the sponsor acquire necessary easements for construction outside the normal right-of-way limits, such as for ditch moves, channel changes and approaches that may extend into private property, etc.?
- **Utility Facilities:** Have the necessary utility adjustments been adequately discussed, including an estimate of cost and a utility agreement when utility adjustments are to be made at the sponsor's expense? Will or has the sponsor arranged for necessary utility adjustments as soon as the right-of-way is acquired?
- **Structures:** Does the design proposed for irrigation canal crossing structures have the approval of the canal-owning agency? If originals are not signed by the canal agency, copies of correspondence approving the design should be obtained for documentation.
- **Materials:** Are all necessary materials sources located, tested, and approved? Have copies of borrow permits or free use permits (public land) been furnished to show the right to use the materials sources, including access? If not, has the sponsor or consultant been informed of the requirements in this respect?
- **Old Road Abandonments:** Are abandoned sections of relocated roads to be obliterated, abandoned in place, or retained in use and do local officials concur with the proposed actions?
- **Non-Federal Participating Items:** Are they marked on the Preliminary Estimate of Cost and listed in the Roadway Summary?
- **Work by Local Forces:** Include in the preliminary cost estimate a record of work performed for federal participation with a request for Local Force Account Work ([Subsection 460.03](#)).

The Final Design Review plans shall be distributed to all sections involved, including the resident engineer, for review and comments prior to the Final Design Review being held.

During the Final Design Review, a plan-in-hand field review to check constructability and maintainability is required. This field review will be attended by the Local Projects Coordinator, or a delegate, the Resident Engineer, or a delegate, the consultant, and the sponsor (if the sponsor chooses to attend), and others (including the FHWA Area Engineer) as invited.

During winter months, the Final Design Review may have to be delayed until an adequate field review can be held.

SECTION 750.00 – RIGHT-OF-WAY PLANS

In accordance with the procedures required by FHWA in enforcement of Title II and Title III of the U.S. Code (P.L. 91-646), ITD must certify the right-of-way for all federal-aid projects. FHWA regulations require that local federal-aid projects contain the same right-of-way information on the plans as is required for state federal-aid projects (see [Section 415.00](#)).

For project Right-of-way Certificates, see [Subsection 415.70](#).

Projects that require additional right-of-way or easements shall comply with the following procedures to obtain federal-aid for construction, regardless of whether or not federal-aid is used for right-of-way acquisition:

- As outlined in the [R/W Procedures Handbook Section J](#).
- Preparation and submission of right-of-way plans for these projects shall meet the same requirements as for all projects when submitted for "Official Right-of-way Plans" (see Right-of-way Plans in [Subsection 415.10](#) of this manual).
- A copy of all field survey data that was needed to establish existing right-of-way lines or property line intersections with the new right-of-way line shall be maintained on file and shall be available to resolve discrepancies.
- Right-of-way **appraisals cannot proceed** until Environmental approval has been given and Official Right-of-way Plans have been issued to the Local Projects Coordinator (LPC) and conveyed by the LPC to the local sponsor. Acquisition of right-of-way cannot begin without the plans having been stamped Official Right-of-way Plans by the headquarters Right-of-way section and receipt of notification of funding approval.
 1. The sponsor's engineer will submit the right-of-way package to the Local Roads Coordinator for submittal to the District Right-of-way Supervisor for review.
 2. After review by the District Right-of-way Supervisor, the right-of-way package will be transmitted to the headquarters Right-of-way section.
 3. Following the review and approval by the headquarters Right-of-way section, the right-of-way package will be transmitted back to the District Right-of-way Supervisor.
 4. The District Right-of-way Supervisor will transmit the right-of-way package directly to the District Local Roads Coordinator with authorization to proceed with the approved activity.
 5. Regular submittal of the [ITD-2161](#), Monthly Status Report Form, will begin at this time.

SECTION 755.00 – CONTRACT ADVERTISING SUBMITTAL

Projects prepared by consultants for local public agencies shall meet the same advertising requirements as all other projects. In addition, a check shall be made with the sponsor to assure that all right-of-way has been acquired or stipulated and that utilities will be moved in advance of construction, unless otherwise provided in the plans and specifications.

SECTION 780.00 – CONSTRUCTION (STATE/LOCAL) AGREEMENT

All local projects that are submitted for advertising must have a signed Construction Agreement and the local public agency's matching funds for construction (see [Section 900 of the LPA manual](#)).

SECTION 785.00 – PROJECT QUALITY EVALUATION

Quality of the consultant's engineering design will be evaluated by ITD and reported to the sponsor. An [ITD 767](#), Project Quality Evaluation, will be completed at contract advertising submittal. This form, and a similar form completed by the Resident Engineer after completion of the construction, shall be provided to the sponsor and the consultant.

SECTION 790.00 – PROJECTS NOT ON THE HIGHWAY DEVELOPMENT PROGRAM

Local public agency projects that are not on the Highway Development program, but are being developed by the LPA sponsor or consultants will follow these procedures:

- The District and Headquarters sections will continue to review these projects as requested by the sponsor.
- When the final design is complete, the project documents will be retained by the sponsor until the year the project is programmed for construction. This will eliminate the need to return project document to the sponsor (or the consultant) for updating at the time of the contract advertising review.
- As per federal regulations, projects that receive federal funding must be advanced to the right-of-way purchase or construction within five (5) years after funding begins. If this is not done, the federal funds that have been received must be returned.
- Before all of the funds deposited by the sponsor are exhausted for review of the projects, additional funds must be requested and received before any increase in the work authorization can be requested.

SECTION 795.00 – LOCAL PROJECT ADMINISTRATION

General

When a project is located on a street or highway over which ITD does not have legal jurisdiction, or when special conditions warrant, ITD may allow the local public agency having jurisdiction to perform the work under the direction of ITD with concurrence from FHWA. Concurrence from FHWA will be accomplished by entering a note on the Project Authorization and Agreement (form [ITD-2101](#)) indicating that the project will be locally administered. Under unusual circumstances prior concurrence may be necessary and will be requested by letter.

ITD has responsibility for the construction of all Federal aid projects in accordance with 23 CFR 635.105. ITD will provide a State engineer to be in responsible charge for all projects including local jurisdiction projects. The local public agency must be adequately staffed and equipped to undertake and satisfactorily complete the work; and in those instances where a consultant is used for construction engineering services, the local public agency must provide an employee of the agency to manage the project.

ITD, in general, only allows local administration of federal contracts when the work is not standard highway construction or it is off of the Federal-aid system. Conditions where this may be desirable are; specialty work such as historical restoration, architectural in nature, items ITD specifications do not cover, work is of a nature that it would be beneficial to attract specialty contractors who would not normally monitor our bid lists or where our standard contracting agencies would not be suited to perform the work.

Pre-Award

The project is developed following state procedures for Federal-aid projects including environmental & right of way requirements.

ITD will review and approve all PS&E's prior to advertisement.

The advertisement follows the provisions of [Section 900](#) in the ITD Design Manual including all Federal requirements (civil rights, DBE, Davis Bacon, etc.)

Addenda which contain a major change to the approved plans or specifications during the advertising period shall be reviewed and approved by ITD.

Contract Administration

ITD must concur in the award prior to execution of the contract.

Contract administration follows the provisions of the [ITD Contract Administration Manual](#).

Materials testing and acceptance will be in accordance with the ITD Materials Testing Requirements unless provided for in the project specifications.

Project documentation will be retained by ITD.